

Arthur Caine III
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<https://github.com/acaine03>

Professional Summary:

Project Manager emphasizing Business and Security. Comprehensive background includes 10+ years' experience in project planning and development. Seasoned management professional who excels in establishing excellent working relationships with customers, employees, vendors and contractors. Dedicated to cutting company costs and reducing employee turnover.

Technical Skills:

JavaScript, HTML5, CSS3, JSON, PhotoShop, InDesign, Illustrator, PremierPro, Typography

Continued Learning:

Currently attending SavvyCoders bootcamp to learn JavaScript, HTML, CSS, JSON and receive a certification in Agile. The purpose is to understand how to be a full-stack developer, understand the mechanics of how front-end and back-end works. The end product of this class is to have a working single-page application (website).

Capstone project: Building an application for a client that helps, mainly, the younger generation understand the "real world" for; having a job, spending money, taxes, buying vehicles, searching for a home, looking for funding for schools/training, paying bills, and spending for miscellaneous items that are not a necessity. Once completed, the user will be able to sign in, look at a summary of the bills needed to be paid for the month, pay their bills/rent, have information about looking for a home and vehicle, set up a maintenance plan for their vehicle, set up an appointment with a counselor for guidance or help, and link their bank account in order to budget their money from one site.

Employment History:

C3 Designs, LLC

Sept. / 2009 - Present

Owner (remote /St. Louis)

St. Louis / MO

- Conducted freelance design work for clients
- Produced detailed reports outlining Labor, Budget, and Project information.
- Established timeframe and managed schedule throughout the project.
- Reviewed performance data to monitor and measure productivity, goal progress and activity levels.
- Organized budgets oversaw P&Ls and achieved margin targets consistently to stay on track with growth plans.
- Enforced quality assurance protocols to deliver ideal customer experiences.

True Manufacturing Inc.

June / 2015 - Aug / 2018

Security Project Officer

O'Fallon / MO

- Developed proposals for clients outlining project scope and timeline.
- Liaised between the main facility and Human Resources department, facilitating communications and keeping appropriate parties updated on project developments.
- Provided technical direction on security projects and initiatives to other security personnel, vendors, and technicians.
- Implemented and conducted training events for security staff and lower level management teams.
- Maintained and modified employee system records and policies using ProWatch database.

Boeing - AlliedUniversal**Sept. / 2014 - June / 2015****Security Logistics and Communications Officer****St. Louis / MO**

- Supervised risk management, loss prevention and safety operations for multiple Boeing facilities worldwide to decrease incidents of theft, alarm disturbance, mechanical malfunctions, and personnel endangerment.
- Submitted documentation for weekly payroll, managed schedules and enforced policies.
- Optimized planning and allocation of resources by organizing security and administrative programs, business management operations and inventory control.
- Assessed ongoing risk factors and suggested improvements to senior management.
- Monitored intrusion detection systems while following automated alarm monitoring software instructions.

United States Marine Corps**Sept. / 2001 - Mar. / 2009****Motor Vehicle Instructor****Kaneohe Bay / HI**

- Instructed and trained multiple classes of up to 30 Marines and Sailors for being licensed wheeled, mobile vehicle operators.
- Developed and led training programs in preparation for military combat.
- Coordinated training schedules and filed crucial administrative paperwork for Marines' and Sailor's permanent records.
- Maintained 100% accountability of all assigned equipment/vehicles worth over \$10M.
- Organized and assigned tasks for completion on individual and team levels.

Education:

2014 - Bachelor's Degree - Project Management (Business)

2011 - Associate's Degree - Graphic Design and Communication

Certifications:

Agile - upon graduation - April 2020